

RFP 20-05
Amendment 1
Questions and Answers
From Preproposal Conference November 25, 2019

Q1. Are you looking for a specific price? Or a pricing structure? If a specific price, then we will need more specific information about libraries and collections.

A. We are looking for specific price for implantation of the system to support the Washington State Library, as well as a pricing structure for bringing on library systems or individual libraries.

Q2. In section 1.1, the document states “. . . a distributed model that allows for libraries to be able to administer their own collections activities, including . . . “ Does this mean that the Washington State Library will pay for a SimplyE instance for each of these libraries that want to administer their own collections?

A. It is has not yet been determined who will pay, or at what percentage for each instance for each library or system beyond the Washington State Library. It is very possible that WSL will pay for the first wave of pilot institutions, but we will need the pricing structure in order to make a separate decision on the sources of payment.

Q3. Are there specific libraries at the outset of the project for whom the Library Simplified and SimplyE services will be implemented? If so:

- What specific existing ebook or e-audiobook collections will they expect to be hosted/accessible via SimplyE services?

A. The list of libraries/library systems that will participate in the first wave of the pilot program has not been determined. However, we expect the pilot group to be comprised of both large and small systems.

Q4. What are the sizes of the libraries (user base) and collections (titles) that need to be supported?

A. Ultimately if this project is successful we will be supporting every sized library and library system in the state from a user base in the hundreds to hundreds of thousands.

Q5. If these libraries have existing collections with vendors not currently supported within the SimplyE services, what are the expectations of the approved contractor related to any research and development of capabilities to support these collections?

A. It is not expected that the awarded contractor will be required to extend the capability of SimplyE beyond what is currently supported.

Q6. If these libraries use an ILS which is not currently supported within the SimplyE Circulation Manager, what are the expectations of the approved contractor related to any research and development of capabilities to support these collections?

A. It is not expected that the awarded contractor will be required to extend the capability of SimplyE beyond what is currently supported.

Q7. A list of these libraries, their existing collections, and their ILSes would be helpful in determining initial cost and support factors.

A. We do not have a list of the library collections, but we and the vast majority of libraries in the state utilize ILSs from the following providers: Polaris, SirsiDynix, Innovative, KOHA, and Evergreen.

Q8. Are there other specific libraries that are anticipated to be added to the platform within the timeframe of the contract for services? (If so, the same questions as above apply.)

A. No.

Q9. Are there specific existing collections of ebooks (locally held and not managed by another commercial vendor) or e-audiobooks that the State of Washington would like to have hosted and made accessible via SimplyE services? If so:

- What file formats (ePub, PDF, other) are used for the ebook or e-audiobooks in the collections?
- What are the sizes of the existing collections (# titles)?
- What expectations are there related to restrictions to access to the collections:
 - Which are open-access or public domain and unrestricted?
 - Which are unencrypted but need use to be restricted (e.g., to users in the state of Washington, to users of specific libraries or sets of libraries, etc.)?
 - Do any need to be encrypted using a DRM technology?

A. For the purposes of this project, the Washington State Library intends to include titles bought through the DPLA Exchange as well as Overdrive titles in the Anytime Libraries consortium. WSL also intends to make State-created and -copyrighted material available via SimplyE. This collection is small (dozens) and WSL expects to convert these files if necessary to a format that SimplyE can easily handle, if they are not already in such a format.

Q10. Does the State of Washington have expectations related to the control or “ownership” of the infrastructure elements configured to provide services under the contract? In other words, does the State wish for infrastructure to be configured within its own cloud vendor account but managed by the Contractor, or may infrastructure be configured under the Contractor’s account, which service is made available to the State of Washington for the duration of the contract period?

A. Washington State Library is open to either option.

Q11. Access mechanism: geo-location. Section 3.3.B.5 mentions that the responder must indicate any experience supporting geo-location services, and elsewhere the RFP mentions making collections available to all users in the state of Washington. SimplyE services currently do not support direct access by geo-location. Is there an expectation for the period of the contract that the Contractor will provide development of geo-location restriction capability either within SimplyE or via an external mechanism?

A. No, but if the Contractor can provide development of geo-location, that may be taken into account on scoring.

Q12. In section 3.4.A, the document states “. . . Contractors are required to collect and pay Washington state sales tax, if applicable.” When would an out-of-state contractor need to do this? Only if hiring a sub-contractor from Washington?

A. For out-of-state contractors this provision would not apply. We pay that ourselves.

Q13. What is the expected size of the corpus to be hosted?

A. Washington State Library does not expect to be hosting the full ebook files for more than a few thousand titles. However, WSL expects to expand the offerings through SimplyE via titles hosted on other platforms.